

## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **Hoyle Court Primary School**

#### **Our statement of intent is:**

- Implement the requirements of NYCC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYCC in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:**

**Headteacher**

**Signed:**

**Chair of Governors**

**Date: 5<sup>th</sup> November 2019**

**Review date: November 2020**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

**Mr Phillips (Head Teacher)**

**Mrs Sherred (Chair of Governors)**

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Name: Val Sherred**

**Responsibility: Health & Safety Governor**

**Name: Mrs Tordoff**

**Responsibility: School Business Manager**

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

# ARRANGEMENTS

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by:**

**Mr Phillips, Mrs Tordoff and the staff member undertaking activity**

**The findings of the risk assessments will be reported to:**

**All staff**

**Action required to remove/control risks will be approved by:**

**Mr Phillips, Mrs Tordoff and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Mr Phillips and the staff member undertaking activity**

**Checks that the implemented actions have removed/reduced the risks will be carried out by:**

**Mr Phillips, Mrs Tordoff and the staff member undertaking activity**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

# ARRANGEMENTS

## CONSULTATION WITH EMPLOYEES

**Employee Representative(s) are:**

**N/A**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

# ARRANGEMENTS

## SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

The person responsible for ensuring that all identified maintenance is implemented is:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Problems with plant/equipment should be reported to:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

The person(s) responsible for undertaking COSHH assessments is/are:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Checking that substances can be used safely before they are purchased is the responsibility of:

Mr Phillips  
Mrs Tordoff  
Parkside  
FM Services

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Staff Room

Health and safety advice is available from your HandS Safety Risk Adviser:

Dale Barton  
07788 564533

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Mr Phillips

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Mr Phillips

# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
Mr Phillips

Job specific training will be provided by:

Mr Phillips  
HandS Service

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

On Excel Spreadsheet

Training will be identified, arranged and monitored by:

Mr Phillips



# ARRANGEMENTS

## ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

**Locations of First Aid Boxes:**

**Main Corridor – KS1 and Early Years  
KS2 Corridor  
Main Office**

**The first aiders are:**

**7 members of staff are First Aid at Work trained  
5 members of staff are Paediatric First Aid trained  
0 members of staff are Emergency First Aid trained.**

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:**

**Staff – Main Reception  
Pupils – KS1 Corridor**

**The person responsible for reporting accidents, diseases and dangerous occurrences is:**

**Mr Phillips**

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing  
Asbestos inspection  
Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Bradford Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

**Mr Phillips**

The person responsible for investigating work-related causes of sickness absences is:

**Mr Phillips**  
**Occupational health**

The person responsible for acting on investigation findings to prevent a recurrence is:

**Mr Phillips**  
**Occupational health**

# ARRANGEMENTS

## ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mr Phillips

The Asbestos Risk Management file is kept in:

Site Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Site Office.

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Mr Phillips, Caretaker and the Administrators

Asbestos risk assessments will be undertaken by:

Bradford

Visual inspections of the condition of ACM's will be undertaken by:

Bradford

Records of the above inspections will be kept in:

Site Office

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

The 'Nominated Person' for Water Management at the premises is:

Mr Phillips

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Front Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Aquatrust

Record showing that the above on-site tasks have been undertaken are kept in:

Front Office

# ARRANGEMENTS

## WORK AT HEIGHT

All work at height in the establishment must be authorised by:

**Mr Phillips**

Risk assessments for working at height are to be completed by:

**Mr Phillips and all members of staff**

Equipment used for work at height is to be checked by and records kept in:

**Caretaker**

**School Business Manager's Office**

# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Mr Phillips

The Educational Visits Co-ordinator(s) is/are:

Mr Phillips

Risk assessments for off-site visits are to be completed by:

Group Leader

The Policy, Procedures & Guidance for Educational Visits are kept in:

Head's Office

Details of off-site activities are to be logged onto Evolve by:

Mr Phillips

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mr Phillips

Escape routes are checked by/every:

All staff

Daily

Fire extinguishers are maintained and checked by/every:

Lepol  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Caretaker  
Rosse Systems

Weekly  
Bi-Annually

Emergency evacuation will be tested:

Half Termly

## **Policies relevant to health and safety**

**Critical Incident Policy**  
**Safeguarding Policy**  
**Safeguarding Audit**  
**Educational Visits Policy**  
**Display Screen Equipment Risk Assessment**  
**Fire Safety Procedure**  
**First Aid and Medicines Procedures**  
**First Aid at Work Procedure**  
**Lettings Policy**  
**Lone Working Procedure**  
**Missing Child Procedure**  
**Intimate Care Policy**